

General Frequently Asked Questions

The Division of Consumer Affairs is required to conduct a criminal history record check for applicants applying for licensure or certification. Below you will find some frequently asked questions about the criminal history background check process.

1. I recently had a background check done for another agency (e.g. the Department of Education, DYFS, etc.). Must I be fingerprinted again?

Yes, you will need to get fingerprinted again for the Division of Consumer Affairs since the regulation concerning the dissemination of criminal history record information prohibits the sharing of the material for any reason other than the authorized and intended purpose for which it was gathered.

2. I have already had a background check done for another licensing board/committee/unit within the Division of Consumer Affairs. Must I be fingerprinted again?

If you have already been fingerprinted for licensure /certification within the Division of Consumer Affairs and you are still receiving notification to conduct the criminal history background check, you must notify the Division immediately with the following information:

- First and last name
- Professional license type and number (Please include all license numbers if you hold more than one license with the Division of Consumer Affairs.)
- PCN (This number can be found at the bottom of your MorphoTrak / MorphoTrust form.)
- A daytime phone number where you can be contacted.

8. What will my fingerprints be used for?

Upon completion of fingerprinting, your fingerprints will be submitted electronically to the New Jersey State Police and the Federal Bureau of Investigation (FBI). The fingerprints are used to check the criminal history records maintained by the New Jersey State Police and FBI. The aforementioned agencies will provide any criminal records on file, as a result of a positive identification, to the Division of Consumer Affairs.

9. What steps do I follow to challenge the accuracy or completeness of the information contained in the State Police or FBI identification record?

The board/committee/unit making the determination of suitability for licensing/certification will provide the applicant the opportunity to complete or challenge the accuracy of the information contained in the State Police or FBI identification record. In challenging the record, your first step is to advise your licensing board/committee/unit that the criminal information provided from either the State Police or FBI is inaccurate or incomplete. Proceed as follows in the case of a state and/or federal record challenge.

Steps to follow for a New Jersey State Police record challenge:

- Contact the Division of Consumer Affairs, Criminal History Review Unit at (609) 826-7184 and advise that you are challenging a state criminal history record that was reported to the licensing board. An investigator will be assigned to assist with your challenge.

Steps to follow for an FBI record challenge:

- Prepare a detailed letter to the FBI outlining what arrest/conviction is being challenged and clearly state the reason(s) for the challenge.
- The applicant should include a phone number (home or cell) in the letter so the FBI can contact the applicant concerning questions or clarifications. The applicant may want to include an e-mail address too.

This information should be mailed to the FBI at the following address:

Federal Bureau of Investigation CJIS

1000 Custer Hollow Road

Clarksburg, W.VA 26306

Attention: Correspondence Group

The FBI will notify you directly of the results of your federal record challenge.